

## **Transportation Services Conditions of Participation**

*Transportation services may be provided to participants when natural supports are not available to provide transportation, and the services are necessary to enable participants to travel to locations where waiver or grant services are provided, or to other community services and resources.*

*The provider who chooses to offer transportation services must be certified as a provider to transportation services under 7 AAC 130.216 (b)(1)(I), meet with the requirements of 7 AAC 130.290, and operate in compliance with the following standards.*

### **I. Program administration: Provider agencies with transportation service programs**

#### **A. Personnel.**

##### **1. Transportation services program director.**

- a. The provider must designate a transportation services program director who is responsible for the day-to-day management of the program.
- b. The director must be 18 years of age or older, have education or management experience sufficient to direct the program, and have the capacity to facilitate communications between staff and participants.

##### **2. Drivers.**

- a. Drivers must be 18 years of age or older, have a current Alaska driver license with a class designation appropriate to the type of vehicle operated, and have a safe driving record.
- b. The provider must ensure that all drivers are physically capable and willing to assist participants.

#### **B. Policies.**

1. The provider must have written policies regarding program operations, including, at a minimum, the type of services offered, the hours of operation, scheduling, waiting periods, and the availability of alternate transportation when the provider's vehicles are not operational.
2. The provider must have written incident and accident protocols, including evacuation procedures for participants in case of accidents, or of medical or weather emergencies.

#### **C. Training.**

1. The provider must train staff drivers and volunteers regarding safe transportation and the needs of the participant population.
2. At a minimum, safety training must include
  - a. defensive driving;
  - b. use of securement systems for mobility devices and individuals, including requirements regarding child safety;
  - c. monitoring the interior of the vehicle;
  - d. universal precautions and basic infection control procedures;
  - e. incident and accident protocols in case of accidents, or of medical or weather emergencies; and
  - f. the provider's policy on the use of restrictive interventions.
3. The provider must require all drivers to complete disability sensitivity and assistance training that may be met by the PASS (Passenger Assistance Safety and Securement) course offered by the Community Transportation Association of America, or an equivalent course approved by Senior and Disabilities Services.

#### **D. Program operations information.**

The provider makes available to participants information, in print form, outlining program operations; at a minimum, the information includes the type of services offered, the hours of operation, scheduling, waiting periods, and the availability of alternate transportation when the provider's vehicles are not operational.

**II. Program administration: Transportation business providers****A. Personnel.**

1. Drivers must be 18 years of age or older, have a current Alaska driver license with a class designation appropriate to the type of vehicle operated, and have a safe driving record.
2. The provider must ensure that all drivers are physically capable and willing to assist participants.

**B. Training.**

1. The provider must ensure that drivers are trained regarding
  - a. defensive driving;
  - b. disability sensitivity and passenger assistance;
  - c. monitoring the interior of the vehicle;
  - d. universal precautions and basic infection control procedures;
  - e. incident and accident protocols in case of accidents, or of medical or weather emergencies; and
  - f. the provider's policy on use of restrictive interventions.

**III. Assessment of participant needs**

- A. The provider must assess the transportation needs of the participant by evaluating need for mobility assistance and whether an escort is required for safe transportation.
- B. For non-ambulatory participants, the provider must identify the type of mobility device used by the participant and evaluate capacity to provide service appropriate for that mobility device.

**IV. Vehicle requirements****A. Suitability.**

1. The provider must operate vehicles suitable for the transportation needs of the participant population.
2. The provider must equip vehicles used to transport participants with emergency supplies, including a First Aid kit, fire extinguisher, and tools necessary for emergency release of riders.
3. The provider must keep the interior of the vehicle, while in transit, at a temperature appropriate for the comfort and health of participants throughout the year.

**B. Communications.**

The provider must equip all vehicles with communications capability for two-way contact with emergency personnel or with provider dispatch personnel who are capable of conveying emergency information to appropriate authorities.

**C. Securement.**

1. The provider must fit all vehicles used to transport participants with securement systems appropriate to the needs of the participants.
2. The provider must use the type of securement system recommended by the manufacturer of a mobility device provided it requires hardware mounted to the vehicle and allows release of both device and rider within 60 seconds without the use of tools.
3. When the participant's mobility device is not compatible with the provider's securement system, the provider may transfer a participant to a seat or a mobility device suitable to its installed system if it is safe to do so, the participant agrees to the transfer, and the participant's mobility device is transported and available for use at the destination.
4. Transportation business providers must use vehicles equipped with a seat and seat belt for every rider, and comply with regulations regarding the use of seat belts.

**D. Maintenance.**

The provider must maintain vehicles used to transport participants in accordance with the vehicle manufacturer's recommended preventive maintenance schedule.